

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about aquarium maintenance services for my [type/size of aquarium, e.g., 150-gallon freshwater aquarium] located at [your location].

I am interested in scheduling regular maintenance sessions to ensure the health and aesthetics of my aquarium. Specifically, I am looking for services that include [list specific services, e.g., water testing, water changes, algae removal, equipment checks, etc.].

Could you please provide me with information on your rates, availability, and any packages you might offer? Furthermore, I would appreciate any recommendations you have for keeping my aquarium in optimal condition. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]